

Procedures applying for permission and organizing international conferences and seminars under the authority of the Prime Minister

1. Order of execution:

Step 1: The organizing unit shall submit an application for permission and organizing international conference and seminar at the dossier - receiving and result - delivering section of the Department of Foreign Affairs in the Centre of Public Services - Administrative Procedure Control of Quang Ngai Province. The submission deadline is at least 40 days before the tentative organizing date.

Step 2: After receiving the eligible application, the Department of Foreign Affairs shall appraise and submit advisory for the Chairman of the Provincial People's Committee to send enquiry forms to the Ministry of Foreign Affairs, the Ministry of Public Security, the relevant agencies and local authorities. The Department of Foreign Affairs shall classify responses and submit to the Chairman of Provincial People's Committee after receiving complete written responses from the Ministry of Foreign Affairs, the Ministry of Public Security, the relevant agencies and local authorities.

The enquired agencies and local authorities shall send written responses within 15 days from the date on which the enquiry form is received;

Step 3: After receiving the advisory from Department of Foreign Affairs, the chairman of Quang Ngai Provincial People's Committee shall submit the application to the Prime Minister for approval.

Step 4: After obtaining permission from the Prime Minister, the chairman of Provincial People's Committee shall conduct the Department of Foreign Affairs for advising the written document responding to the organizing unit, as well as the Ministry of Foreign Affairs, the Ministry of Public Security, relevant agencies and local authorities.

2. Method of implementation: Submitting the application directly or via postal systems or via online public services at <https://motcua.quangngai.gov.vn>.

3. Recipient location: The Centre of Public Services – Administrative Procedure Control of Quang Ngai Province, Address: 54 Hung Vuong, Nguyen Nghiem Ward, Quang Ngai City

4. Components of the dossier:

(1) An application form;

(2) An organization plan, which is made using the Form No.01 hereof according to the Decision No. 06/2020/QĐ-TTg on February 21st 2020 of the Prime Minister on organization and management of international conferences and seminars in Vietnam;

(3) Written opinions of concerned agencies if required by other regulations of law;

(4) A written consent on the guideline for organizing the international conference or seminar (if any).

5. Number of application: One (01) set.

6. Time limit for settlement:

- The total time of resolving and submitting documents for the Prime Minister of the relevant agencies and authorities of Quang Ngai province and the enquired agencies: Within 16 working days, of which:

+ The Ministry of Foreign Affairs, the Ministry of Public Security, the enquired agencies and local authorities: Within 15 days (11 working days);

+ The Provincial People's Committee: 02 working days;

+ The Department of Foreign Affairs: 03 working day

- After obtaining permission from the Prime Minister, sending written responses to the organizing unit within 7 working days:

+ The Provincial People's Committee: 04 working days

+ The Department of Foreign Affairs: 03 working days

7. Entities carrying out administrative procedures: The Vietnamese and foreign organizations

8. Agency carrying out administrative procedures:

- Advisory agency: The Quang Ngai Department of Foreign Affairs

- Competent agencies requesting the Prime Minister to permit the organization of international conference and seminar: The Quang Ngai Provincial People's Committee

- Competent agencies for approval: The Prime Minister

9. Results of administrative procedures: Send written responses to the organizer regarding to organizing international conferences and seminars.

10. Fees and charges: None

11. Name of form and declaration form: An organization plan, which is made using the Form No. 01 hereof according to the Decision No. 06/2020/QĐ-TTg on February 21st 2020 of the Prime Minister on organization and management of international conferences and seminars in Vietnam.

12. Requirements and conditions for administrative procedures: International conferences and seminars under permission of the Prime Minister mentioned at the Article 3.1, Decision No. 06/2020/QĐ-TTg on February 21st 2020 of the Prime Minister on organization and management of international conferences and seminars in Vietnam, including:

+ The international conferences and seminars to be attended by heads or ministerial officials or the equivalent of higher of other countries, territories or international organizations.

+ The international conferences and seminars whose topics and contents are related to national sovereignty, security, national defense, ethnic groups, religion, human rights or classified as state secrets in accordance with the law on protection of state secrets.

13. Legal basis

- The Decision No. 06/2020/QĐ-TTg dated 21st February 2020 of the Prime Minister on organization and management of international conferences and seminars in Vietnam;

- The Official Dispatch No.825/BNG-CNV dated 03 October 2020 of the Ministry of Foreign Affairs on correcting the Decision 06/2020/QĐ-TTg dated 21st February 2020 of the Prime Minister;

- The Decision No. 729/QĐ-BNG dated 04 October 2020 of the Ministry of Foreign Affairs on declaring administrative procedures organization and management of international conferences and seminars in Vietnam;

- The Decision No.541/QĐ-UBND dated 04 September 2021 of the Quang Ngai Provincial People's Committee on authorizing the director of Department of Foreign Affairs to permit international conferences and seminars organization in Quang Ngai province.

Form No.01

NAME OF AGENCY/ SOCIALIST REPUBLIC OF VIETNAM

ORGANIZATION

Independence – Freedom – Happiness

No.:

Location, ... date

ORGANIZATION PLAN

Hosting international conference and seminar on ...

To:

I. REASONS AND PURPOSES FOR ORGANIZING CONFERENCE AND SEMINAR

- 1. Backgrounds and reasons for organizing international conference and seminar
- 2. Purposes and tentative results
- 3. Nominal hosting

II. DETAILED INFORMATION ABOUT CONFERENCE AND SEMINAR

- 1. Time and location of hosting conference and seminar
- 2. Location of visiting and field investigation (if any)
- 3. Hosting formats and technology (online conference and seminar)
- 4. Participants in the organization: Vietnamese organizations; foreign organizations; sponsoring agencies, organizations and individuals (if any)
- 5. Tentative participants and quantity: Quantity and delegates composition, including Vietnamese and foreign delegates.
- 6. Information about foreign reporters and speakers: Curriculum vitae and professional qualifications.

III. CONTENTS, WORKING PROGRAM

IV. ACTIVITIES ASIDE CONFERENCE AND SEMINAR (DETAILED TIME, LOCATION, CONTENTS)

V. PROPAGANDIZING PLANS FOR CONFERENCE AND SEMINAR

VI. FINANCIAL SOURCES

Recipients:

- Mentioned above;

- ...

HEAD OF THE AGENCY/ORGANIZATION

DIRECTOR

(Signature, stamp)

Full name